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1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.



2. The second step is to analyze the problem and identify the root cause. This involves breaking down the problem into smaller, more manageable parts and understanding the underlying factors that contribute to the issue.



3. The third step is to develop a plan of action. This involves identifying the steps that need to be taken to address the problem and determining the resources and time required to implement the plan.



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